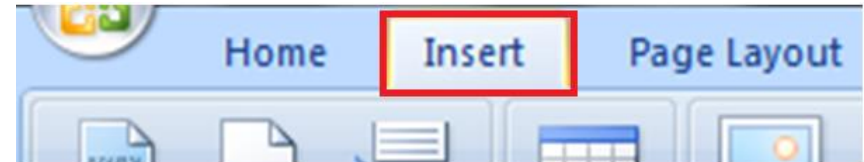
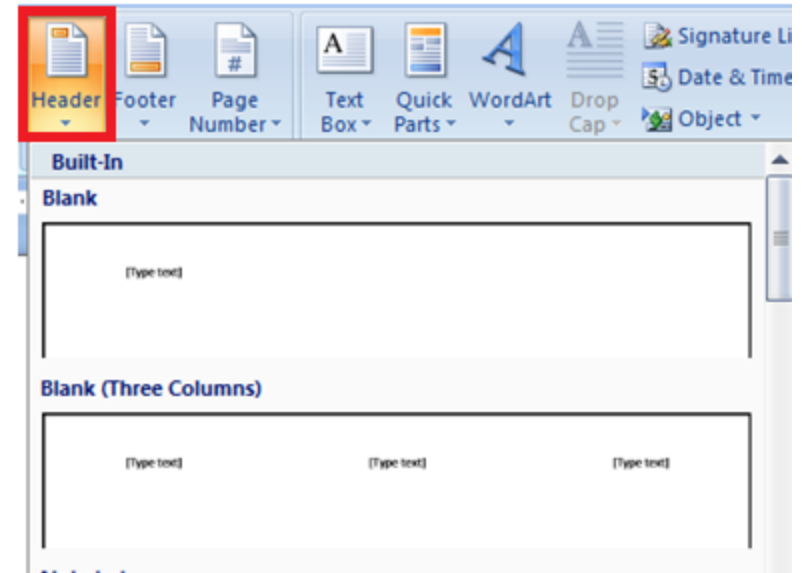


Starting page numbers so they start in the second page's header

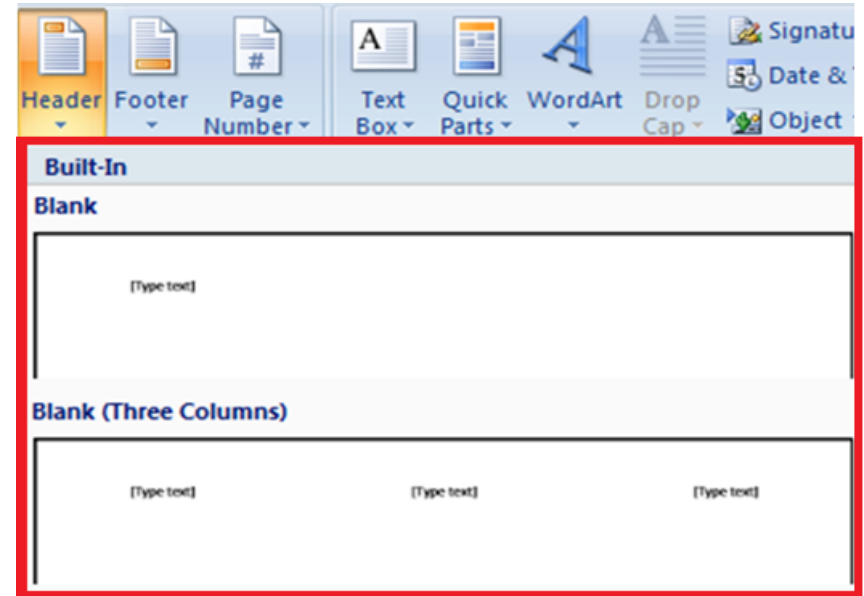
- click on the **insert** tab



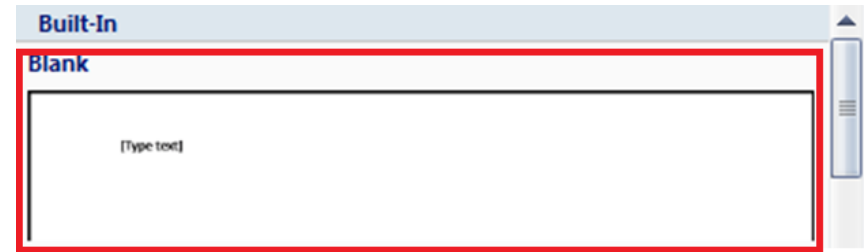
- Then locate the **header** icon and click on the icon.



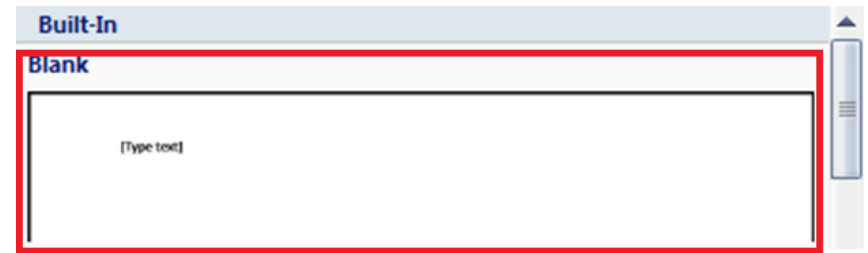
- In the drop down menu you will see multiple styles of headers to choose from, however for the purpose of this walkthrough I will be using the one titled **Blank**.



- Locate the header style titled **Blank** and click the icon.

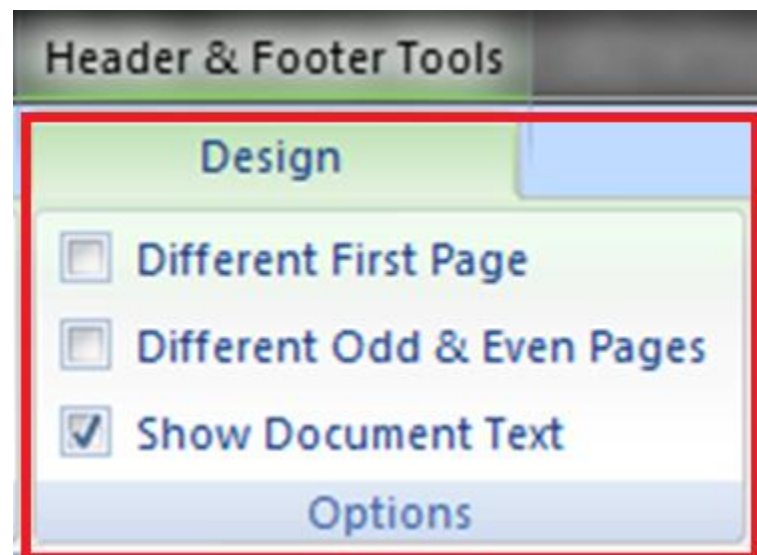


- Locate the header style titled **Blank** and click the icon.

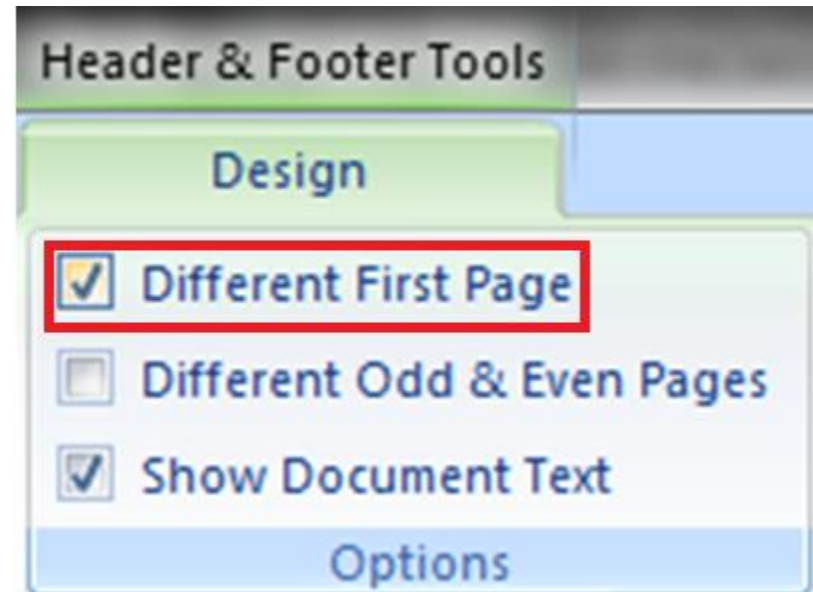


- You now have a header inserted into your document

- The cursor will still be located in the header at this point.
- Without changing to another tab locate the **Options** box in the **Design** menu.
- The name of the boxes will be located on the bottom of the box.



- In the Design Options box there will be three choices with check boxes.
- One of these choices will be checked off the other two will not.
- The three choices will be **Different First Page**, **Different Odd & Even Pages** and **Show Document Text**.
- Only the Show Document Text choice will be checked off.
- Don't uncheck this box, instead check off the choice that says **Different First Page**.

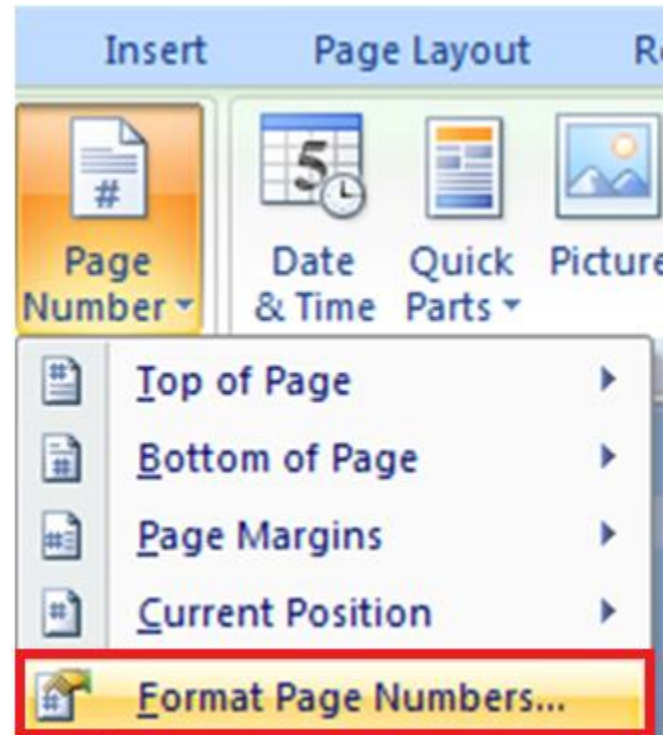


- After you have done this the number on the first page will disappear.
- This is normal.

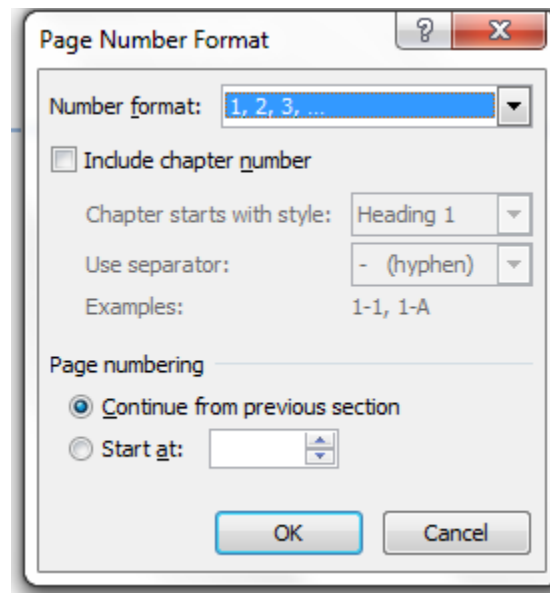
- Locate the **Page Number** icon in the design tab and click on it.



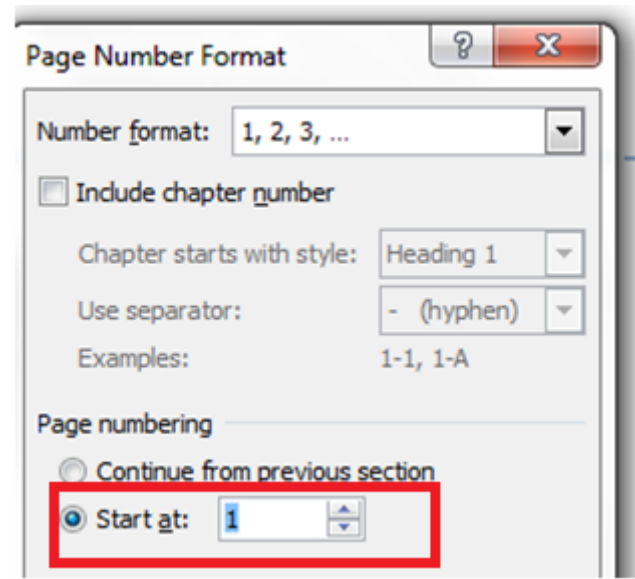
- In the dropdown menu, move your mouse down to the second to last choice in the menu.
- It will be called **Format Page Numbers** click on this choice.



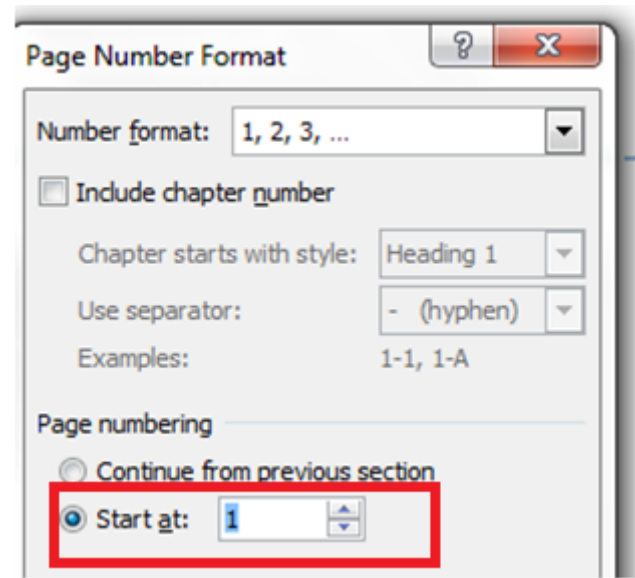
- A pop up box will appear and will be titled **Format Page Numbers**.



- In the **Format Page Number** pop up box check off the choice that says **Start at:**



- In the **Format Page Number** pop up box check off the choice that says **Start at:**



- In the box next to **Start at:** there will be a 1 and then further to the right an up and down arrow.

The image shows a dialog box with the following settings:

- Number format: 1, 2, 3, ...
- Include chapter number
- Chapter starts with style: Heading 1
- Use separator: - (hyphen)
- Examples: 1-1, 1-A
- Page numbering:
 - Continue from previous section
 - Start at: 1 [up/down arrow]

The "Start at" field contains the number "1" and a small up/down arrow icon, which is highlighted with a red box.

- Click the ***down arrow*** so the 1 in the box changes to a 0.
- Then press **OK**. The **Format Page Number** pop up box will disappear.



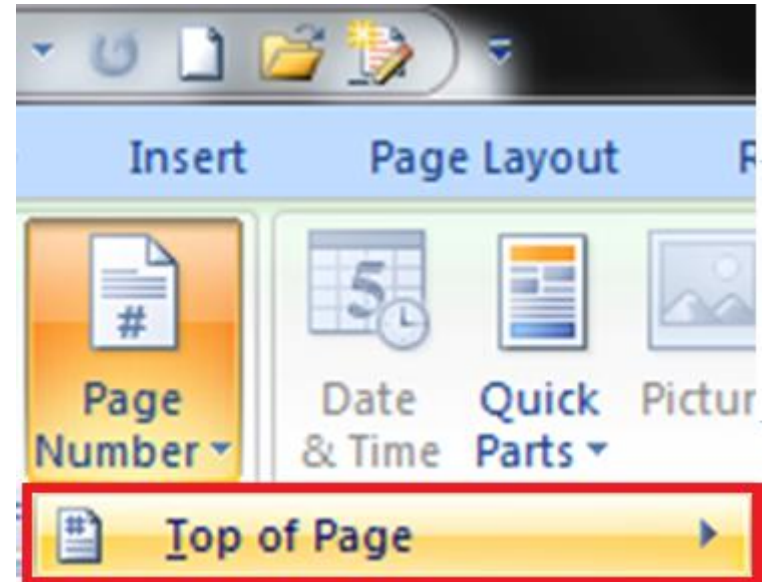
- There will be no number in the header box on the first page at this point.

- Move to the header located on page 2.
- This can be done by **double clicking** on the 1 that is located there.

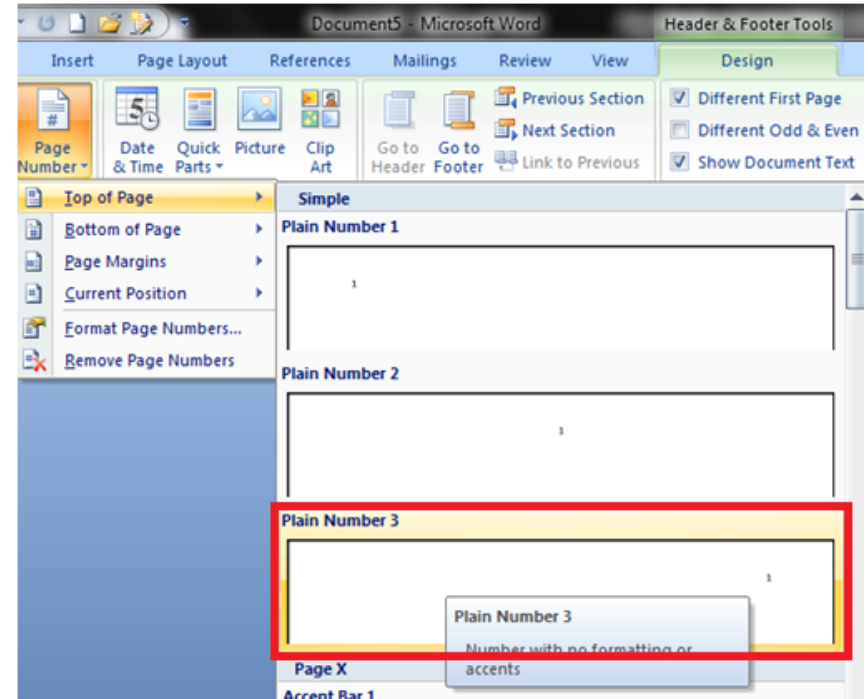
- In the **Design** menu click on the **Page Number** icon



- In the drop down box that appears, move your mouse so that **Top of Page** is highlighted.

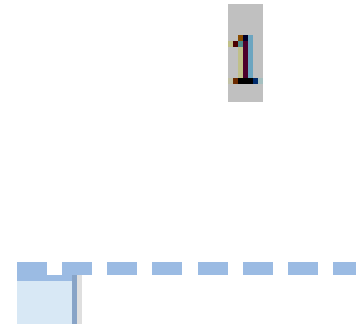


- In the menu that appears to the right there will be lots of page number styles.
- In order to have the page numbers appear to the right locate the style called **Plain Number 3**
- Click on it.

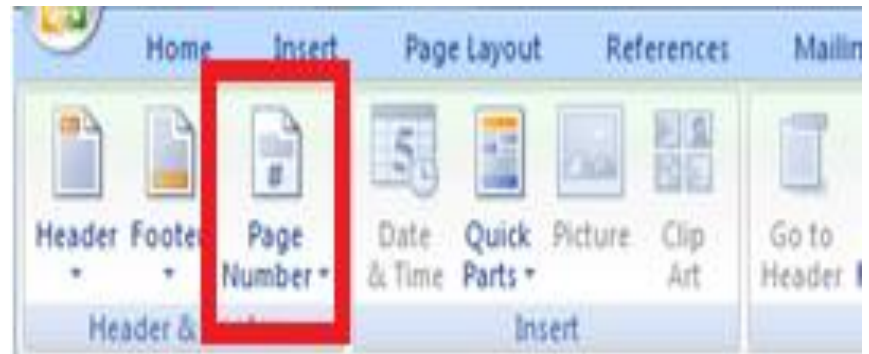


- At this point a 0 should appear on the right side of your first page.
- On your second page you should see a page number 1 on the left of the page.
- You may delete this 0 if you choose.

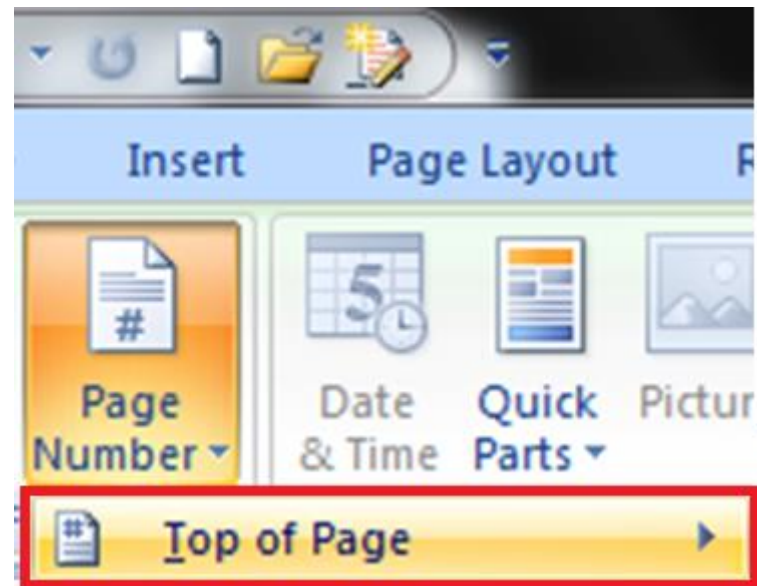
- Move your mouse to the 1 on the second page that is located to the **left side** of the page and **double click** it.



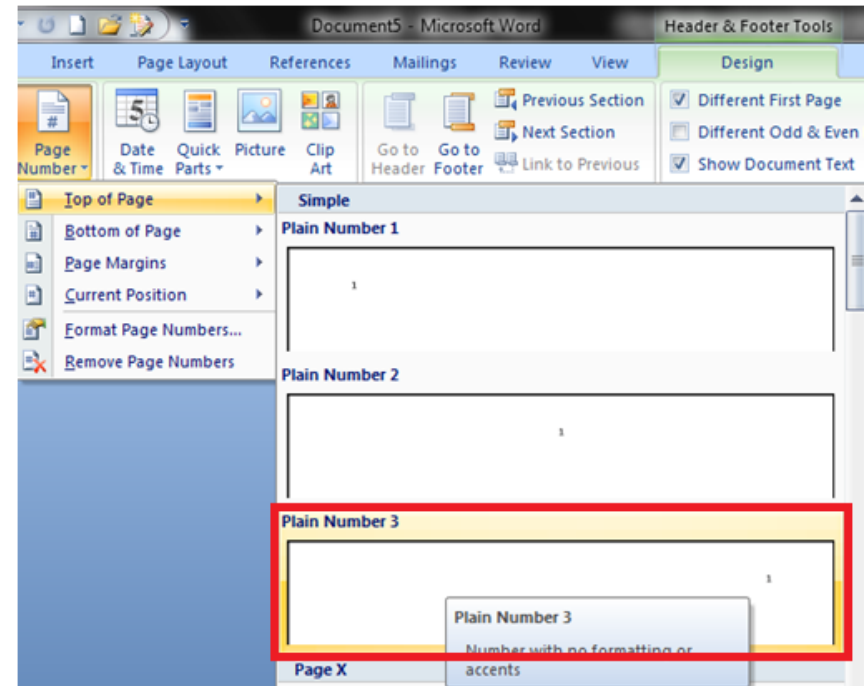
- Then in the **Design** tab, locate the **Page Number** icon
- Left click on it.



- In the drop down box that appears, move your mouse so that **Top of Page** is highlighted.



- In the menu that appears to the right there will be lots of page number styles
- In order to have the 1 on the second page appear to the right locate the style called **Plain Number 3**
- **Left click** on it.



- The 1 will move to the right.



- Once the page number has been inserted into the header
- In order to return to your document, left click on the close header and footer icon.

